



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Food Handler/Food Manager Certification Courses  
Solicitation Number: RFP 016-091 / 6100007096

#### Description:

The City of San Antonio City Code Chapter 13, "Food and Food Handlers" requires all food establishments that meets certain requirement set out in the ordinance to have all personnel who perform open handling of foods to be certified food handlers within a two month period and maintain a certified staff for a period of six (6) months. Food handler certification is also required for at least one person performing open food handling in a mobile food establishment. Temporary food establishments over 4 days in duration must have a certified food handler if open food handling is being performed on site. Training shall be accomplished by means of a program consisting of two hours or less of classroom training or internet studies with or without an exam. The City estimates that approximately 50,000 persons will need training and certification services as a result of this requirement.

The City of San Antonio and City Code Chapter 13, "Food and Food Handlers" requires all businesses employ at least one person per shift that has a food manager certification card issued by the Department. Establishments are exempt from this provision if they sell only pre-packaged foods and/or non-potentially hazardous beverages. Training shall be accomplished by means of a program consisting of fifteen classroom hours and/or by internet studies and said program shall be accredited by the State. The City estimates that approximately 3,000 persons will need training and certification services as a result of this requirement. The City is also working on a change to Chapter 13 which will require all persons who openly handle food items in a food establishment to have a certified food handler certificate.

The City of San Antonio requests proposals from qualified firms to provide on-line training. Successful completion of the training should earn the participant a Food Handler or Food Manager certificate, as applicable.

Applicable Product Categories: 96145 – Certification and Inspection Services; 96136 – Food Administrative Services (Incl. Policy, Standards, Evaluation, etc.)

Date Issued: Friday, January 29, 2016

Due Date & Time: Friday, February 19, 2016 @ 11:00 A.M. CST

Staff Contact Person: Dana Jordan, Procurement Specialist III, [dana.jordan@sanantonio.gov](mailto:dana.jordan@sanantonio.gov).

#### Evaluation Committee Voting Members:

Roger Pollok, Interim Assistant Director for Environmental Safety

Paul Fenstermacher, Assistant to the Director, Operations

Julie Sandoval, Department Fiscal Administrator

Stephen Barscewski, Sanitation Services Manager

Amanda Wilson, Vector Control Program Manager

Jerry Trevino, Senior Sanitarian

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

#### Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 12:00 p.m., Local Time, on Monday, February 8, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Dana Jordan, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

[dana.jordan@sanantonio.gov](mailto:dana.jordan@sanantonio.gov)

Questions submitted and the City's responses will be posted with this solicitation on the City of Antonio's Bidding and Contracting Portal.

Finance Department, Purchasing Division

PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

**TO REGISTER AS A VENDOR:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov).

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>.